

RMS

Security

Chief, Physical Security Division,
Office of Security

16 December 1957

Chief, Records Management Staff

Filing Survey, Machine Records Division, Office of the Comptroller

1. We are presently working on a filing problem with [redacted] Chief, Machine Records Division, Office of the Comptroller. The problem involves a need for additional filing space, crowded working conditions, and the floor weight loading limitations.

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2. A majority of the records of this Division consist of IBM tabulating cards now stored in 93 10-drawer insulated card safes which are located in Wings A, B, and C of Curie Hall. These records are not duplicated elsewhere in the Agency in their present form except for approximately 5% which are forwarded to the Vital Materials Repository on a current basis. The highest security classification is secret.

3. Assuming that these 3 wings will be secured in the near future to meet requirements for vaulted areas, consideration is being given to storage of these cards in non-insulated cabinets. Equipment of this type provides a more economical storage unit; will reduce floor weight loading by at least 50%; and make the 93 safe cabinets available for use elsewhere.

4. The above proposal will undoubtedly give some relief to the conditions in this Office. Before pursuing this matter any further I will appreciate your views and suggestions on fire and security requirements relative to this proposal.

[redacted]

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Mgt/S/RMS/[redacted] (16 Dec 57)

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